



# LUNAR & PLANETARY LABORATORY

## Procurement Guidelines

### PURCHASING CARD

- The Purchasing Card may be used for small dollar purchases in compliance with University Purchasing policy and procedures.
  - General rules:
    - **No purchases over \$5,000**
    - Submit original receipt to your admin on the day of purchase
    - Some unallowable purchases include: alcohol, animals, firearms/ammunition, foreign visitors, gifts/donations, hazardous materials, hotels, medical services and pre-paid cards.
  - PCard can be checked out from the Business Office or see your admin to make a purchase.
- <http://www.pacs.arizona.edu/files/DosDonts%20September%202010.pdf>
- [http://www.pacs.arizona.edu/pcard\\_policies\\_manual](http://www.pacs.arizona.edu/pcard_policies_manual)

### ARIZONA BUYWAYS

- Arizona BuyWays (Shop Catalogs) is the University of Arizona's E-Procurement Solution with access to contracted pricing.
  - Some preferred vendors include:
    - Dell Marketing L.P., Fisher Scientific, Grainger, HP, Newark, Newegg, Office Depot, Office Max, Staples, Tech-Depot, The UA BookStores and West-Press
  - Complete list of vendors: [http://www.pacs.arizona.edu/AZ\\_Buyways](http://www.pacs.arizona.edu/AZ_Buyways)
  - Contact your admin or the Business Office to place an order.

### PURCHASE ORDER

- A purchase order must be used for ordering all supplies, equipment and services from off campus vendors totaling \$5,000 or more.
- For purchase orders please obtain:
  - 3 competitive quotes OR a sole source justification
  - See the Business Office or your admin for a list of additional required documentation necessary to complete your specific PO
- [http://pacs.arizona.edu/manual\\_page03#purchase](http://pacs.arizona.edu/manual_page03#purchase)

### DISBURSEMENT VOUCHER

- Check payment used to request employee reimbursements and direct payments to off campus vendors or organizations.
  - The DV should only be used when the vendor does not accept credit cards and a purchase order is not appropriate.
  - A DV is completed after services have been rendered.
  - Please contact your admin or the Business Office to determine if a DV is appropriate.

### INTERNAL BILLING/SERVICE BILLING

- Used to purchase goods and services from on campus vendors.
  - Invoice required